



JOB DESCRIPTION

Title: **RECREATION CENTER DIRECTOR**
Department: Park Center
Class Code: 5055
FLSA Status: Non-Exempt
Effective Date: July 1, 2002 (Rev. 07/2005)
Grade Number: 20

GENERAL PURPOSE

Under the general supervision of Recreation Director performs professional duties in managing, supervising, marketing, staffing, conducting membership sales, and scheduling the Murray Community Recreation Center.

EXAMPLE OF DUTIES

- *-- Develops and monitors center's annual budget; tracks expenses and revenues generated by the facility; tracks daily weekly, monthly, and yearly attendance figures; and oversees payroll for the facility.
- *-- Coordinates recreation programs, fitness programs, tournaments, and all events within the facility.
- *-- Develops and implements marketing strategy for the facility which includes promotional events, marketing tools, advertisement of the facility, public and media relations, and annual marketing plans; and develops pricing strategies for new programs.
- *-- Schedules the maintenance and use of the facility; reviews and inspects facility, programs and operations for safety hazards and other potential problems.
- *-- Oversees annual membership and group sales, rental of the facility, computer registration program, daily admissions, and all other aspects of cash flow procedures.
- *-- Oversees daily operations of the facility including hiring, training, discipline and evaluation of personnel, oversees customer service, standards and facility maintenance in conjunction with the Building Maintenance Worker; assists with the operations of the front counter to ensure maximum customer service results.
- *-- Investigates and resolves complaints or inquiries from employees and patrons concerning the operations of the facility; deals appropriately with confrontational situations.

- *-- Provides administrative support by answering questions, maintaining correspondence with other divisions or agencies; leads and schedules tours; interfaces with community groups, and actively promotes the facility throughout the community through speaking assignments, guest appearances, etc.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a bachelor's degree in recreation administration, physical education, social work, psychology or closely related field, and two (2) years management experience in public recreation, or any equivalent combination of education and experience.
- One to two years experience working in a community recreation facility desired, but not required.

Special Requirements

- Must possess a valid Utah Driver's License: obtain first aid and CPR Certification within six months of employment.

Necessary Knowledge, Skills and Abilities

- Knowledge of word processing, desktop publishing, spread sheets, and other recreation related computer software.
- Extensive knowledge of operation procedures of recreational facilities or other comparable facilities.
- General knowledge and background of recreation/fitness programs.
- General knowledge of business, management, finance and accounting including budgeting activities.
- General knowledge and experience in planning, prioritizing, and organizing a complex workload.
- Excellent public relation skills and communication skills.

- Ability to establish and maintain effective working relationships with co-workers, the public, news media and other departments and agencies; ability to follow written and oral instructions; ability to create effective working relationships with employees and the public.

TOOLS & EQUIPMENT

- Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs, fitness programs and swimming pools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, and pool mechanical systems. The employee may be occasionally exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderate to loud when in the facility.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.